



# Need Help?

For support in the Administrative Portal, including SWIFT FMS, SWIFT Data Warehouse, CBS, FNTS, or BPAS, see below.

## SWIFT HELP DESK

### HELP DESK HOURS OF OPERATION

7:30 a.m. to 4:00 p.m.  
Monday through Friday  
*Closed holidays*

### BY PHONE

651-201-8100, option 2

### By EMAIL

SWIFTHelpDesk.MMB@state.mn.us

### VENDORS:

\*Please **do not** contact the SWIFT Help Desk.\*  
See contact information  
at [http://mn.gov/mmb/accounting/swift/  
vendor-resources/](http://mn.gov/mmb/accounting/swift/vendor-resources/)

## REFERENCE GUIDES

Get help from more than 100 step-by-step guides at  
[http://mn.gov/mmb/accounting/swift/training-  
support/reference-guides/](http://mn.gov/mmb/accounting/swift/training-support/reference-guides/)

### SWIFT CLASSROOM TRAINING:

Search the training catalog to find and enroll in  
classes currently scheduled.

**Employee Self Service;** select the **Learning  
folder** and use the keyword "**SWIFT**" to view  
scheduled classes.

## SWIFT LOGIN

Log in to SWIFT through the Administrative  
Portal from authorized locations:

<http://portal.swift.state.mn.us>

Username: Employee ID

Password: Self-service Password

## SYSTEM HOURS OF OPERATION

SWIFT system support: 6 a.m. to 6 p.m.,  
Monday through Friday

*(Note: possible system disruptions on  
Sundays Due to maintenance)*

## SYSTEM STATUS

Sign up for

notices: [https://mn.gov/mmb/  
mmbhome/systems/](https://mn.gov/mmb/mmbhome/systems/)

## OTHER:

Payroll and Self-Service Questions, refer to  
your Agency Payroll

contacts: [http://mn.gov/mmb/accounting/s  
ema4/contacts/agency/index.jsp](http://mn.gov/mmb/accounting/s<br/>ema4/contacts/agency/index.jsp)

For **ELM** Assistance, please contact your  
Agency ELM Training Coordinator

<http://mn.gov/mmb/eld/enrollment/ELM/>

## SWIFT WEBSITE

<http://mn.gov/mmb/accounting/swift/>